



Duty Statement

Organization	Name
CNRA/External Affairs	Vacant
Position Number	Effective Date
534-001-4800-xxx	
Classification Title	Working Title
Staff Services Manager I (Specialist)	Manager of Tribal Funding Programs
CBID	Supervisor
E48	Deputy Director of Tribal Affairs

Position Description

Under the general direction of the Deputy Director for Tribal Affairs (Deputy Director), the Staff Services Manager I (Specialist) is responsible for administering a range of tribal grants that are the direct responsibility of the Secretary for Natural Resources and for coordinating policies and programs as part of the Tribal Nature-Based Solutions program, pursuant to Chapter 249, statutes of 2022 (Assembly Bill 179). The incumbent will manage complex tribal consultations, and assist tribes with property transactions and ancestral land return projects for the Tribal Nature-Based Solutions program and other tribal grants as necessary. The incumbent coordinates with all California Natural Resources Agency (CNRA) departments on their nature-based solutions and other funding programs to support the Agency's commitment to partner with California Native American tribes.

Position Category

This position is categorized as Remote-Centered. The position's job duties are performed while teleworking 50% or more of the time within a work month from an alternate work location. The position incumbent works remotely with a management approved telework agreement and schedule.

Essential Job Functions

45% *Develop grant agreements with grant recipients, developing special terms and conditions if required. *Analyze project applications for technical accuracy, adequacy of project justification, and compliance with program criteria. *Evaluate amendment requests and make recommendations for project amendments. *Work closely with grant recipients, partnering entities, and other funding agencies which perform, negotiate, and manage property transactions and ancestral land return projects from the beginning of a project to the close of escrow – this position does not preform Lands & Realty Transactions or require a real estate license. *Facilitate inter-tribal discussions around shared ancestral lands and support the development of co-management agreements, inter-tribal



Duty Statement

collaboratives, and tribal land conservancies in partnership with the state. *
Oversee grant recipients through the project management life cycle as they manage appraisal, acquisition, appraisal and transaction review, sale, , and asset enhancement of real property. *Perform complex tribal affairs tasks, including tribal consultations regarding ancestral land return, access, and co-management.

- 20% *Coordinate with other CNRA departments and their Nature-Based Solutions and other funding and programs and supports California Native American tribes identify the best funding programs or a combination of funding sources for their project needs. *Work closely with CNRA departments, land conservancies, and California Native American tribes and tribal consortium on their ancestral land return projects, including coordinating with real estate professionals to manage the process of transferring excess state lands and the purchase of private property. *Coordinate and support Tribal Nature-Based Solutions and other tribal affairs policy and program development under the direction of the Assistant Secretary for Tribal Affairs and the Deputy Director for Tribal Nature-Based Solutions. *Conduct and support early, often, and meaningful government-to-government tribal consultations, public workshops, inter-tribal roundtable sessions to ensure the policies and programs informed through meaningful tribal consultation and applicants are informed of all legal requirements to comply with the program.
- 10% *Process payments for projects after evaluating project status, and billing support documentation. *Prepare correspondence with grantees during project implementation. *Conduct progress, close-out, and post-monitoring inspections of projects to determine if they were completed and are being used in compliance with the agreement. *Prepare and update project status tracking system and respond to audit inquiries.
- 10% *Conduct pre-award site inspections, as needed. *Document inspection findings through photos, reports, and other means. *Coordinate closely with grantees on project deliverables, milestones, timelines, and outcomes. *Develop a tracking system to manage Agency wide ancestral land return projects, awards, and outcomes. *Prepare announcements, press releases, and talking points on projects. *Organize and manage logistics for tribal consultations, focus group, public hearings, and technical assistance workshops. *Prepare informational brochures and technical assistance materials. *Ensure information on Agency's website is accurate and current.
- 10% *Develop processes to be used in the distribution of administered grants; work with other departments and organizations to prepare the evaluation standards and ranking criteria, as well as other regulative requirements. *Develop grant solicitation, priorities and processes including timelines, amount of funding per



Duty Statement

grant available, eligibility and project criteria, geographic focus, necessary project deliverables and outcomes, proposal review and feedback, and grant execution and management. *Develop grant solicitation and priorities, requirements for grant applications, requests for payment and other procedures and forms required for both competitive and non-competitive grant programs.

- 5% Participate in training programs and serves as an Agency representative on committees, tribal consultations, and at public meetings. *Support the Deputy Director and Assistant Secretary for Tribal Affairs on Agency tribal affairs policy work. Perform other job-related duties as required.

Travel estimated 10% or 34 days per year and may include overnight stays.

Desirable Qualifications:

- Experience with interpretation and development of program policy.
- Basic knowledge of real estate, state land, and property transactions.
- Basic knowledge of California Environmental Quality Act, or CEQA, policy and implementation.
- Proficient in Excel, Access, Word, Outlook.
- Experienced in tribal affairs and working directly with California Native American tribes.

****These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.***

All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.

Employee

Signature: _____ Date: _____

Print Name: _____

Supervisor

Signature: _____ Date: _____

Print Name: _____